

OGDEN DUNES WATERWORKS - BOARD OF DIRECTORS

November 11, 2013; 6:00 pm

Directors Attending

(TE) Terry Easton – Vice-President

(GC) Greg Casimer - Secretary

Waterworks Staff Attending

(CL) Chuck Litzkow - Acting Waterworks Manager

Guests Attending

(AJ) Allen Johnson – Town Council

(TC) Tom Clouser – Town Council

(NG) Nate Gagliardi

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The meeting was called to order by TE at 6:00pm.

- 1) September 9, 2013 and October 14, 2013 meeting minutes were reviewed and approved by unanimous consent.
- 2) OUCC Requests
 - a) GC summarized the Waterworks' efforts to respond to information requests made by the OUCC.
 - b) The billing error was reported and explained to the OUCC on Sept. 13, 2013. Notice of the correction by the billing vendor that fixed the billing error was reported to the OUCC on October 1, 2013. Accounting of the customers affected by the billing error was reported to the OUCC on November 4, 2013. Waterworks still needs to account for the July 2013 billing period.
 - c) Report of utility taxes paid is being sent to the OUCC this week. When we receive access from the IN Dept. of Revenue, the 2011 and 2012 tax returns will be submitted.
 - d) A prehearing conference is scheduled for late November. The Waterworks is not required to attend. GC has contacted the OUCC and offered to discuss any prehearing conference issues with them in advance.
- 3) Hydrant Flushing – CL reported that flushing is 33% complete with the remainder to occur within two weeks.

4) Waterworks Manager position

- a) TE reported on the consideration of three applicants for the Manager's position. The consensus of the Board is that the best candidate is Chuck Litzkow.
- b) The Board has reviewed salary data from other Indiana water utilities and, based on that information along with Mr. Litzkow's credentials, proposes a salary of \$28 per hour. No other benefits, paid time off or non-monetary compensation are included in the salary offer. The Manager's position shall be budgeted for an expected average work load of 23 hours per week.
- c) MOTION - (Made by GC) That the Board offer the Manager position to Chuck Litzkow at a rate of \$28 per hour for an average of 23 hours per week. SECOND - TE. Upon proper motion and second, votes of the Board are as follows: AYE (TE, GC); NAY (none). Motion is passed.

5) Current Water Bills

- a) CL reported that his review of current bills indicates that the billing vendor has not completely fixed the billing problem. Some bills have been recalled by CL so that the error can be corrected.
- b) CL has arranged for a one time assist with billing corrections from a local billing clerk familiar with our billing system and vendor. It is anticipated that this will resolve the remaining problems with billing.

6) Town Contract and Equipment Invoice

- a) The Board considered the terms of a revised contract submitted by the Town for shared services during 2013. AJ described the changes and the reasoning behind them as a clarification that would also resolve the issues raised at the October Board meeting.
- b) AJ further proposed that a similar agreement be put in place for 2014.
- c) GC confirmed with AJ that, if this revised contract is adopted, then the prior equipment invoice from the town would be considered void.
- d) Upon review and discussion, the Board concurred with the proposed changes.
- e) MOTION - (Made by GC) That the contract between the Waterworks and the Town be modified for 2013 as proposed by AJ and further to authorize the Waterworks Manager to execute a similar agreement for 2014 upon submission from the Town. SECOND - TE. Upon proper motion and second, votes of the Board are as follows: AYE (TE, GC); NAY (none). Motion is passed.

7) Insurance Issue

- a) In response to a recent water main break, a local resident and contractor operated a backhoe owned by the Town to excavate an area around the break so it could be repaired. CL considered it an emergency operation to repair a water main break on Hillcrest Rd that would otherwise have continued to leak for several hours until Town personnel could respond. TC had raised a question about whether this operation of Town equipment was covered by existing insurance policies.

- b) The Board asked CL to check with the Waterworks insurance agent to determine whether the current insurance coverage would satisfy this type of work. CL will report back to the Board.
- c) At the suggestion of AJ, the Board further instructed CL to have the insurance agent generally review the Waterworks' current policies.

8) Site Visit by Larry McIntosh (OUCC)

- a) CL met with the OUCC's Larry McIntosh (LM) during a site inspection where the Waterworks' proposed capital projects were reviewed. CL is following up with additional information requested by LM.

9) Water Main Repair at 95 Hillcrest Rd.

- a) CL described an emergency repair at 95 Hillcrest Rd. which was promptly fixed by local staff for less than \$500. The Board expressed its appreciation to all involved for the rapid repair.

10) Alarm Project – TE asked CL for an update on the alarm project for the Dec. Board meeting.

11) Public Comment

- a) TC asked for the Waterworks to review its call list for winter emergencies. CL to investigate and follow up.

12) Meeting adjourned by unanimous consent at 7:10pm.